



**REQUEST FOR QUOTE (RFQ) – BID# 7484340**

**CAMP FOGARTY ARMORY-REMOVE AND REPLACE EXISTING ROOF SYSTEM**

**SUBMISSION DEADLINE: Friday, August 23, 2013 at 10:00 AM (ET)**

**PRE-BID CONFERENCE:** ☐ NO  
☒ YES **Thursday, August 08, 2013 at 2:00 PM (ET)**

**Mandatory:** ☒ NO  
☐ YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

**Location:** Camp Fogarty Armory  
Administration Building  
2841 South County Trail  
East Greenwich, RI 02818  
All interested parties will check in at Main Gate and be directed to the appropriate building.

**Buyer Name:** David A. Cadoret  
**Title:** Chief Buyer

**QUESTIONS** concerning this solicitation must be received by the Division of Purchases at (bidinfo@purchasing.ri.gov) no later than (Tuesday, August 13, 2013, 5:00 PM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #7484340) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

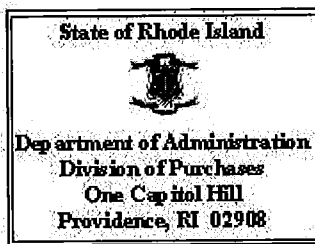
**SURETY REQUIRED:** YES

**BOND REQUIRED:** YES

**PUBLIC COPY (R.I. Gen. Law 37-2-18(j)):** This requirement applies to all public works projects (vertical and horizontal) exceeding Five Hundred Thousand (\$500,000) dollars and any combination of base bid plus all alternates.

**DISK BASED BID:** ☐ NO  
☒ YES: See attached Disk Based Bidding Information

**THIS IS NOT A BIDDER CERTIFICATION FORM**

**NOTE TO VENDORS:**

Vendors must register on-line at the Rhode Island Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

**Disk Based Bidding Information****File Format**

All disk based bid files are ZIP files that you can open using the WinZip 8.1 software. The ZIP file will contain one or more files based on the type of Bid/RPF.

**Downloading the Disk Based Bid**

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

**Opening the Disk Based Bid**

Once downloaded, you can open the ZIP file with WinZip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

**FOR THE DEPARTMENT OF TRANSPORTATION AND OTHER SPECIFIC PROJECTS:****Completing the Disk Based Bid**

Once the Microsoft Office files are properly saved, open the individual files and enter the required information in the appropriate fields. Save each file again to capture the new information you entered.

**Submitting the Disk Based Bid**

Save the completed files to a CD or diskette. Label the CD or diskette with the Bid/RFP number and bidder's name (company name, not contract name). Submit as instructed in the Bid or RFP solicitation document.

**RI Army National Guard  
Camp Fogarty Armory  
Re-Roofing/Flooring/Ceilings  
A/E Project #12-21, January 2013**

00020-1

**DOCUMENT 00020  
INVITATION TO BID**

**Purchaser:** The Rhode Island Department of Administration, Office of Purchases  
One Capitol Hill, Providence, RI 02908

**Owner Agent:** Rhode Island Army National Guard, Construction Facilities Management Office  
705 New London Avenue, Cranston, RI 02920

**Architect:** Castellucci, Galli Corporation  
175 High Service Avenue  
North Providence, Rhode Island 02911  
401-353-0607 Fax: 401-353-0488

**Project:** Re-Roofing, New Interior Flooring and Ceiling Repairs at Camp Fogarty Armory  
Administration Building, 2841 South County Trail, East Greenwich, RI 02818

**Completion Time:** 90 days from Purchase Order Issuance.

Contractors are invited to submit sealed bids for the above Project, to the Purchaser at the above address, on or before:

Time: 10 (a.m.)

Date: 8/23/2013

Note: Complete details of the scope of work are available in a download at the Rhode Island Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) (labeled with the issue date of this Solicitation Information document), which includes the Project Drawings and Project Manual.

Bidder is required to provide a Bid Security in the form of a Bid Bond, or a certified check payable to the **State of Rhode Island**, in the amount of a sum no less than 5 percent (5%) of the Bid Price.

The Owner will hold a Non-Mandatory Pre-Bid Conference at the "Project" address described above.  
Time: 2:00(PM) Date: Thursday 8/8/2013

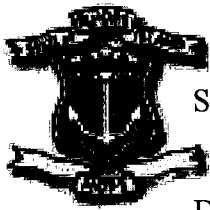
It is strongly recommended that bidders attend the Pre-bid conference to familiarize themselves with the Scope of Work and site restrictions. The Owner/Agent will not be obligated to schedule visits after the Pre-Bid Conference. No claims for extra costs shall be allowed because of lack of full knowledge of verifiable conditions.

Refer to "Instructions to Bidders" for other Bidding Requirements.

Bidders' attention is referred to State requirements pertaining to conditions of employment to be observed, including the Equal Employment Opportunity Act and requirements that 10 percent of the dollar value of the work must be performed by Minority Business Enterprises, and wage rates to be paid under the Contract for this project must be in accordance with those prevailing wages on file in the Rhode Island Department Of Labor, Office of the Director, and included in this Project Manual. Bidders are subject to terms, conditions and provisions of State's General Conditions of Purchase, and to the provisions of Chapters 2, 12, 13 and 14.1 of Title 37, General Laws of the State of Rhode Island 1956, as amended.

The Office of Purchases reserves the right to accept or reject any or all Bids.

David A. Cadoret, Chief Buyer  
END OF DOCUMENT



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

Tel: (401) 574-8100  
Fax: (401) 574-8387  
Website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

TERMS AND CONDITIONS FOR BID 7484340

**RIVIP**

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

**START**

Starting date \_\_\_\_\_ no. of working days required for completion \_\_\_\_\_.

**SURETY**

Bidder is required to provide a bid surety in the form of a bid bond, or a certified check payable to the state of Rhode Island, in the amount of a sum not less than five percent (5%) of the bid price. Bid surety must be attached to the bid form. The successful bidder will also be required to furnish performance and labor and payment bonds at time of tentative contract award.

**WAGE**

Bidders are advised that all provisions of title 37 chapter 13 of the general laws of Rhode Island apply to the work covered by this request, and that payment of the general prevailing rate of per diem wages and the general prevailing rate for regular, overtime, and other working conditions existing in the locality for each craft, mechanic, teamster, or type of workman needed to execute this work is a requirement for both contractors and subcontractors. The prevailing wage table may be obtained at the Rhode Island Division of Purchases home page by internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Select "Bidding Information", then "General Information" and then select "Prevailing Wage Table". The State of Rhode Island uses the general decision number ri20100001. Printing the entire document averages approximately one minute per page - you may want to print only the pages applicable to your bid. Bidders note: in the event this bid specifies price offers on a time-and-materials basis, i.e., an hourly rate, any or all bids submitted in an amount less than the prevailing rate in effect for the work covered by this request as of the date of bid issuance shall be rejected by the Division of Purchases.



## STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

Tel: (401) 574-8100  
Fax: (401) 574-8387  
Website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

### **INSURANCE**

An insurance certificate in compliance with provisions of item 31 (insurance) of the general conditions of purchase is required for comprehensive general liability, automobile liability, and workers' compensation and must be submitted by the successful bidder(s) to the division of purchases prior to award. The insurance certificate must name the state of Rhode Island as certificate holder and as an additional insured. Failure to comply with these provisions may result in rejection of the offeror's bid. Annual renewal certificates must be submitted to the agency identified on the purchase order. Failure to do so may be grounds for cancellation of contract. Note: If this bid covers construction, school busing, hazardous waste, or vessel operation, applicable coverages from the following list must also be submitted to the division of purchases prior to award: \* professional liability insurance (aka errors & omissions) - \$1 million or 5% of estimated project cost, whichever is greater. \* builder's risk insurance - coverage equal to face amount of contract for construction. \* school busing - auto liability coverage in the amount of \$5 million. \* environmental impairment (aka pollution control) - \$1 million or 5% of face amount of contract, whichever is greater. \* vessel operation - (marine or aircraft) - protection & indemnity coverage required in the amount of \$1 million.

### **LICENSE**

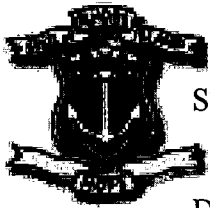
Vendor (owner of company) is responsible to comply with all licensing or state permits required for this type of service. A copy of license/permit should be submitted with this bid. In addition to these license requirements, bidder, by submission of this bid, certifies that any/all work related to this bid, and any subsequent award which requires a Rhode Island license(s), shall be performed by an individual(s) holding a valid Rhode Island license.

### **INSPECTION**

Bidders are responsible for inspection of equipment and/or location, taking measurements\* when required, and making themselves aware of the total requirement before submitting a bid. \*measurements provided with any bid are for reference purposes and are not guaranteed to be completely accurate.

### **APPRENTICE**

Apprenticeship-Rhode Island general laws 37-13-3.1 requires all general contractors and subcontractors who perform work on any public works contract by the state valued at one million dollars (\$1,000,000.00) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the Department of Labor and Training.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

Tel: (401) 574-8100  
Fax: (401) 574-8387  
Website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**SUBSTITUTION TERMS**

A) The materials, products, and equipment described in the bidding documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution. B) No substitution will be considered prior to receipt of bids unless written request for approval has been received by the architect at least 10 days prior to the date for receipt of bids. Such requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution including drawings, performance, and test data and other information necessary for an evaluation. A statement setting forth changes in other materials, equipment, or other portions of the work, including changes in the work of other contracts that incorporation of the proposed substitution would require, shall be included. The burden of proof of the merit of the proposed substitution is upon the proposer. The architect's decision of approval or disapproval of a proposed substitution shall be final. C) If the architect approves a proposed substitution prior to receipt of bids, such approval will be set forth in an addendum. Bidders shall not rely upon approvals made in any other manner. D) No substitutions will be considered after the contract award unless specifically provided for in the contract documents.



State of Rhode Island Department of Administration  
Division of Purchases

REVISED  
December 7, 2012

NOTICE TO CONTRACTORS  
AND VENDORS BIDDING  
ON PUBLIC WORKS PROJECTS

Effective **January 1, 2013** all Public Works related project proposals exceeding Five Hundred Thousand (\$500,000) dollars are required to include a "public copy." All agency contract solicitations, requests for proposals, invitations for bids, etc. shall state that any bid or proposal that exceeds Five Hundred Thousand (\$500,000) dollars must include a copy to be available for public inspection upon the opening of the bids. Any bid or proposal in excess of Five Hundred Thousand (\$500,000) dollars which does not include a copy for public inspection shall be deemed to be non-responsive. Additionally, proposals submitted for a Master Price Agreement, when the total amount potentially may exceed Five Hundred Thousand (\$500,000) and the solicitation expressly requires any or all vendors to submit a public copy, must include a copy to be available for public inspection.

For further information, please see R.I. Gen. Laws Section 37-2-18(j) and State Procurement Regulations at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). This requirement applies to all public works projects (vertical and horizontal) exceeding Five Hundred Thousand (\$500,000) dollars and any combination of base bid plus all alternates.

In accordance to the State Procurement Regulations that became effective January 2, 2012 the following conditions are required:

1. All bid proposals shall be opened publicly and read aloud.
2. Each bid, together with the name of the bidder, shall be recorded and an abstract made available "immediately" for public inspection.

3. Copy of the redacted bid proposal shall be available for public inspection by the close of the business the day the subject bid(s) and/or contract(s) is opened by the Division of Purchases.
4. The burden to identify and withhold from the public copy that is released at the bid opening any trade secrets, commercial or financial information, or other information the bidder deems not subject to public disclosure pursuant to Chapter 38-2, the Access to Public Records Act, shall rest solely and exclusively with the bidder submitting the bid proposal.
5. At the time that a proposal is submitted, a bidder must submit a redacted copy of the bid proposal in a PDF (Portable Document File) file format on a read only CD-R Media Disk (hereinafter referred to as a "CD"). Vendors are required to provide all documents submitted in response to the bid solicitation on the CD.
  - a. The acceptable media is a CD-R. Media that is read/writable (CD RW) will not be accepted.
  - b. Only readable, not writeable media is acceptable.
  - c. Vendor is responsible for supplying their own CD-R media.
  - d. Vendor is responsible for the integrity of the CD.
6. Failure of the bidder to submit a public copy on a readable CD, as required by RIGL 37-2-18 as amended, shall result in the disqualification of said bid.
7. CD must be enclosed in a protective cover and the protective cover clearly labeled with the following:
  - a. Marked "Public Copy"
  - b. Title of Solicitation as it appears on the RIVIP cover letter.
  - c. Name of Company and Vendor ID as it appears on the RIVIP cover letter.
  - d. Bid Response Number as it appears on the RIVIP cover letter.
  - e. Date of Bid as it appears on the RIVIP cover letter.
8. Bid response on CD-R to be in a PDF (Portable Document Format).
  - a. One PDF file will be on the CD-R. File to meet the following requirements:
    - i. Only one file will contain all documents in response to the bid. If you have more than one document for the response, the documents must be concatenated or merged into one PDF document. Failure to submit only one PDF file may result in disqualification of bid.
    - ii. File should be named in the following manner:
      1. BidNumber\_DateofBid\_VendorName\_VendorID.pdf. Where:
        1. Bid Number is the bid number for which the response is for as it appears on the RIVIP cover sheet.
        2. Dateofbid is date of bid using the format (mm-dd-yyyy).
        3. VendorName is the name of the vendor as one word – no spaces or punctuation.
        4. Vendor ID as it appears on the RIVIP vendor cover sheet.

**Note: you must use underscores in separating the fields. Do not use underscores anywhere else in the filename other than to separate the fields.**

**Example: 1234567\_06-01-2011\_Vendor1\_9876.pdf**

9. Purchasing staff will officially conclude the bid opening and all loaded proposals will be posted to the Purchasing web site. All proposals will be available immediately after bid opening [www.purchasing.ri.gov](http://www.purchasing.ri.gov) .

For technical assistance, contact the Division of Purchases office at 574-8100.